

EMS SHIFT SUPERVISOR

DEFINITION: Under limited supervision, oversees, determines and maintains the operational readiness of an assigned shift providing emergency medical services.

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)

TASKS:

Coordinates staffing and related needs to provide adequate staff and service coverage between and among stations and emergency response units; oversees activities and handles various issues occurring during a shift; responds to personnel-related issues in accordance with established policies and procedures; handles issues and provides direction and assistance through subordinate supervisors; writes, reviews and recommends changes to existing protocols, policies and procedures; reviews, assess and assists the work of staff assigned to shift; responds to alarms as required; participates in the full range of human resources responsibilities including screening, interviewing, hiring, overseeing training, establishing work schedules and assignments, conducting performance appraisals and other related duties.

Inspects each station and station crews on an assigned shift; oversees compliance with established policies, procedures and operational readiness; identifies and corrects deficiencies; writes, receives, reviews and approves staff reports, records and related paperwork; orders and monitors equipment, supplies, maintenance of equipment and facilities; provides education and information regarding system operations; receives and consolidates shift recommendations related to staffing and equipment needs for budget purposes; coordinates and schedules staff to attend required training and in-service activities; works a rotating schedule with rotating shifts. Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of applicable State of Tennessee statutes, rules, administrative orders, policies and procedures.

Knowledge of Hamilton County policies and procedures.

Knowledge of techniques, requirements and activities associated with emergency medical response.

Knowledge of inventory maintenance and control.

Knowledge of the basic principles of management and supervision

Knowledge of basic record keeping, records and case management.

Skill in working under stressful situations, in receiving and assessing information, then making appropriate decisions for response.

Skill in establishing and maintaining good working relations with staff, other departments, law enforcement, and the general public.

Skill in applying the principles of basic management and supervision.

Skill in applying the principles and practices of record and case management.

Skill in effectively managing staff, equipment, facilities and operations associated with multiple site locations.

Skill in operating a personal computer utilizing a variety of software applications.

Skill effectively communicating in both oral and written form.

PHYSICAL REQUIREMENTS:

Work requires good physical fitness with the ability to lift and carry heavy, bulky items, equipment, materials, supplies and people weighing up to 250 in unpredictable weather conditions over varying terrain. There is also the risk of bodily harm and potential exposure to infectious diseases, toxic fumes and chemicals.

EMS Shift Supervisor – continued

MINIMUM QUALIFICATIONS:

The equivalent of a High School diploma and five (5) years of paramedic-related duties that includes two (2) years of management and supervisory responsibilities. Must be presently serving as EMS District Supervisor with at least two (2) years experience in position.

ADDITIONAL REQUIREMENTS:

Applicants must be licensed in Tennessee as a Paramedic at the time of application. Incumbents must be able to obtain and retain all certifications and licenses required. Applicants must be able to effectively communicate in both oral and written form.

Prepared by: FC
Reviewed by: VY